

# on the Record, @Online

*News about South Carolina's state and local government records management  
from the South Carolina Department of Archives & History*

Volume 5 ♦ Number 2 ♦ January, 2007

**For publications and further information about our services to  
state and local governments, check our [WEB](#) page.**



## Third Annual Records Management Conference

The Archives will hold its third annual full-day records management conference on April 17, 2007 at the SC Archives and History Center. Included will be sessions on a full range of records management concerns, including electronic records management, digital imaging, records scheduling, disaster planning and recovery. Attendance at the 2004 and 2005 conferences reached capacity, so be sure to register early. [Follow this link](#) for the 2007 conference registration form.

## Grants and Training for Local Governments

The National Historical Publications and Records Commission (NHPRC), the funding branch of the National Archives, recently awarded the [SC State Historical Records Advisory Board](#) a grant to fund projects for South Carolina local government records. Also included in the SC SHRAB project will be training for local governments in disaster planning and recovery and in archives management best practices. For details about this new grant and its local government component, [click here](#). For further information, contact [John D. Mackintosh](#).

## Archives & Records Management Long Range Plan Completed

The Archives and Records Management Division recently completed its ten-month-long information gathering and has finalized a long range plan for FY 2007 through FY 2011. The Division's strategic issues and planned activities and objectives are available [online](#). Among the key activities in the plan are developing an electronic archive, providing access to more of our holdings online, upgrading state and local government training content and delivery modes, statewide disaster response program development, and expanded electronic/digital archival records transfers from state agencies and local governments.



## Disasters Strike and Lessons Learned

The Archives has responded to disasters in two state offices in the past few months, both caused by leaking pipes. Drawing on her experience in responding to these disasters, SCDAH preservation officer Heather South has compiled a list of [lessons learned](#) that those who work with state and local government records will find helpful. For further information on disaster planning and recovery, see the Archives' [disaster webpage](#), or contact [Heather N. South](#).

## Electronic Records Grant Project Completed

The Archives successfully completed a four-year project, funded by the [National Archives](#), to develop an electronic records program. Among the products produced under this grant are: [Trustworthy Information Systems Handbook](#) and [Electronic Records Management Guidelines](#). Two of the guidelines, for electronic document management systems and digital imaging, have been adopted as state standards by the state's [Architecture Oversight Committee](#).

In addition the Archives developed a new [records scheduling process](#) and completed retention schedules for the Department of Social Services, the Judicial Department, and the Medical Malpractice Patients Compensation Fund. In the final phase of the project, the Judicial Department transferred to the Archives seventy-seven gigabytes of case files for archival preservation and research access.

Project consultant [Greg Hunter](#) submitted a [final report](#) in December assessing the Archives' progress and recommended activities to pursue to increase our ability to preserve and provide access to archival state and local government electronic/digital records.



## Reference Room Open on Saturdays

As announced in the [last issue](#) of *On the Record*, the Archives' Reference Room has

resumed Saturday hours for research by the public effective January 1, 2007, after a lapse of more than four years. The Reference Room is now open Monday through Saturday, 8:45-4:45pm.

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## News from the Wider World

“Digital Ice Age,” *Popular Mechanics*, December, 2006: The documents of our time are being recorded as bits and bytes with no guarantee of future readability. As technologies change, we may find our files frozen in forgotten formats. Will an entire era of human history be lost? <http://www.popularmechanics.com/technology/industry/4201645.html>

Closing in on Records Management: Defining what your agency means by “records” is as important as the systems that manage them, *Government Computer News*, October 9, 2006: [http://www.gcn.com/print/25\\_30/42218-1.html](http://www.gcn.com/print/25_30/42218-1.html)

*Report on Functional Requirements for Records Management Services Available*

An interagency project team of records and information management (RIM) stakeholders from 18 federal agencies and the National Archives and Records Administration, has released “Functional Requirements, Attributes, and Unified Modeling Language Class Diagrams for Records Management Services, September 7, 2006.” The report proposes a set of seven records management activities that can be supported by services-oriented architecture (SOA) within an electronic environment. The report indicates the federal government’s expectation that records management capabilities will be provided as services within applications rather than through separate RIM products: <http://www.arma.org/news/enewsletters/index.cfm?ID=1533>

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## A Final Word

The intensive work on long range planning is finally over! Now we must work on the issues identified. Though we will check back from time to time to be sure we are still on the right set of priorities, for the most part, it’s full steam ahead. Stay tuned for developments. As you will note in this issue, there is more good news on funding. Not only are we able to open our Reference Room to the public on Saturdays for the first time since April, 2002, but we have also received another grant from the National Archives, this time for archival training as well as for regranteeing. This grant continues and expands an already popular and very useful [program](#). Finally, encouraged by the turnout at our two previous records management conferences, we have scheduled a third one for April 17, 2007. There is no doubt now that it’s an annual event! I hope to see you there!

Roy H. Tryon, CA, CRM  
State Archivist and Records Administrator



## Links

### **Records Management conference Registration form**

[www.state.sc.us/scdah/2007armconfagenda.htm](http://www.state.sc.us/scdah/2007armconfagenda.htm)

### **NHPRC**

<http://archives.gov/nhprc/>

### **SC State Historical Records Advisory Board (SC SHRAB)**

[www.state.sc.us/scdah/shrab/shrab1.htm](http://www.state.sc.us/scdah/shrab/shrab1.htm)

### **Grant Announcement**

<http://www.state.sc.us/scdah/shrab/2009announcement.htm>

### **National Archives**

[www.archives.gov/nhprc/](http://www.archives.gov/nhprc/)

### **Trustworthy Information Systems Handbook**

[www.state.sc.us/scdah/erg/tis.htm](http://www.state.sc.us/scdah/erg/tis.htm)

### **SC Architecture Oversight Committee**

[www.cio.sc.gov/eaweb/](http://www.cio.sc.gov/eaweb/)

### **New Records Scheduling Process**

[www.state.sc.us/scdah/newprocess.htm](http://www.state.sc.us/scdah/newprocess.htm)

### **Hunter Information Management Services, Inc.**

[www.hunterinformation.com](http://www.hunterinformation.com)

### **Consultant Final Report**

[www.state.sc.us/scdah/erg/hunterreport.htm](http://www.state.sc.us/scdah/erg/hunterreport.htm)

### **Lessons Learned from office disasters**

[www.state.sc.us/scdah/filesindanger.htm](http://www.state.sc.us/scdah/filesindanger.htm)

### **Disaster webpage**

[www.state.sc.us/scdah/disaster.htm](http://www.state.sc.us/scdah/disaster.htm)

### **Archives and Records Management Long Range Plan**

<http://www.state.sc.us/scdah/armfinalrpt.htm>

### **Last Issue of OTR**

[www.state.sc.us/scdah/OTRv5n1.pdf](http://www.state.sc.us/scdah/OTRv5n1.pdf)

### **Program Grant**

[www.state.sc.us/scdah/shrab/Grants.htm](http://www.state.sc.us/scdah/shrab/Grants.htm)

### **Will an entire era of human history be lost?**

[www.popularmechanics.com/technology/industry/4201645.html](http://www.popularmechanics.com/technology/industry/4201645.html)

### **Defining what your agency means by “records” is as important as managing them**

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